

ADVERTISEMENT

To: All Staff	From: Melissa Anthony
Department: All Departments	Department: HR Department
Campus: All Campuses	Campus: Central Office
Subject: Vacancy – Campus Administrative Supervisor	Date: 03 June 2019

CAMPUS ADMINISTRATIVE SUPERVISOR**SALARY LEVEL 7****OPEN VACANCY
[Ref.: 197/06/2019]****MINIMUM REQUIREMENTS:**

- Relevant three (3) year qualification.
- Minimum of five (5) years' experience in College or office administration.
- Experience in using a MIS System would be a strong recommendation.
- Bilingual. (English plus Afrikaans or Xhosa)
- Computer Literate. (MS Office: Word, Excel)
- Valid Drivers Licence.

KEY PERFORMANCE AREAS:

- Assist the Campus Manager with administrative, financial and personnel control.
- Liaise with the college Central Office with a view to assist with the implementation of college policies, delegations, processes, procedures, systems, structures and organisational decisions.
- Assist with the compilation of campus business plans pertaining to personnel and administrative requirements and monitor campus expenditure according to the approved campus budget.
- Attend to inspection and campus audits and instate effective control measures to ensure compliance.
- Control all respective housekeeping functions and staff in respect of grounds and buildings.
- Ensure the correct set up of the campus EMIS and the upkeep of data capturing functions of the relevant staff.
- Develop the campus business plans in line with the overall college strategic plans and objectives.
- Ensure the implementation of any college strategic interventions.
- Maintain the general support service functions to the education and training of the college strategic interventions.
- Maintain general support service functions to the education and training of the campus.
- Liaise with all suppliers of services and goods to the campus to ensure that the procurement requirements are achieved.
- **Applications:** Applicants must submit their CV, originally certified copies (not older than 3 months) of all qualifications, Academic Transcripts/ Statement of results, Identity document, Valid Driver's Licence (if applicable) and 2 recent contactable references. Please note that a passport or Drivers Licence will not be accepted in lieu of Identity Document. All applicants must submit a Police Clearance Certificate or proof of application (receipt) not older than 6 months, together with a duly signed Z83 form to the Recruitment Officer, hand delivered to Northlink College - Central Office, 80 Voortrekker Road, Bellville, 7530 (during office hours) or posted to Private Bag X1, PANORAMA, 7506. No faxed or e-mailed applications will be considered.
- A complete set of application documents should be submitted separately for every post you wish to apply for. Please ensure that you clearly state the relevant post reference number on your application. Failure to attach the requested documents will result in your application not being considered.
 - **Closing Date:** 31 July 2019 **Enquiries: 021 – 9709019**
- Preference will be given to designated groups in terms of the Employment Equity Act. No absolute barriers will be created against persons from the non-designated groups. The College reserves the right not to make an appointment. If you have not received a reply within sixty (60) days after the closing date, you can consider your application as unsuccessful.

• Belhar Campus

Tel: 021 952 2113 • Fax: 021 952 6694

• Goodwood Campus

Tel: 021 591 3181 • Fax: 021 592 2493

• Protea Campus

Tel: 021 946 2250 • Fax: 021 949 0886

• Wingfield Campus

Tel: 021 591 9207 • Fax: 021 592 3923

• Bellville Campus

Tel: 021 951 2231 • Fax: 021 951 3967

• Parow Campus

Tel: 021 931 8238 • Fax: 021 931 8244

• Tygerberg Campus

Tel: 021 524 2200 • Fax: 021 524 2300

